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| Plum Borough School District | | | |
| Budget Transfer Request Form - December, 2011 | | | |
| <u>From: Account Code /Description/ASN</u> | <u>To: Account Code /Description/ASN</u> | <u>Amount</u> | <u>Reason for Transfer</u> |
| 10-2630-414-000-00-20-00-000-00/01546 | 10-2630-414-000-30-01-00-000-00/01585 | \$1,340.00 | |
| Landscaping Services - District | Landscaping Services - Sr. High | | |
| | | | |
| 10-2510-610-000-00-20-00-000-00/01508 | 10-2310-540-000-00-20-00-000-00/01539 | \$3,720.00 | |
| Central Admin. Office Supplies, Forms | Legal Ads, Bid Advertisements, Etc. | | |
| (x) | | (x) | |
| Business Administrator's Approval | | Superintendent's Approval | |
| | | | |
| Board Approval Date: _____ | | | |
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| * Budget Transfer Requests must be signed by the Building Administrator and forwarded to the Business Office for approval. | | | |
| * All Budget Transfers require final approval by the Board of Director prior to the actual tranfer of funds. | | | |
| * Budget Transfer Requests must be received by the Business Office at least five days prior to the Regular School Board Meeting. | | | |
| | | | Revised 1/10 |